

**WORK PLAN**

Lead Applicant: Sonoma County

Proposed Title: Sonoma County Regional Greenhouse Gas Reduction and Implementation Plan (GRIP)

High Level Activities/Milestones		Goal	Work Product	Time Frame
1	Project Management and Grant Administration	Ensure an efficient and coordinated process.	<ul style="list-style-type: none"> <li>Monthly Coordination Meetings</li> <li>Reporting to the SGC</li> </ul>	Ongoing
2	Update Local and Regional Greenhouse Gas Inventories and Forecasts	Create regionally consistent GHG inventories for each jurisdiction using cutting-edge methodologies consistent with new protocols by the Bay Area Air Quality Management District (BAAQMD) and California Air Resources Board (CARB).	<ul style="list-style-type: none"> <li>Regional GHG Inventory and Forecast for Community-Wide and Municipal Operations</li> <li>Nine (9) Stand-Alone GHG Inventories and Forecasts for each partner jurisdiction</li> </ul>	July 2012 – November 2012
3	Prepare Policy Gap Analysis and Evaluate GHG Reduction Targets	Identify current sustainability policies and efforts within each jurisdiction to determine areas for improvement and regional consistency. Evaluate GHG reduction targets and consider creating additional targets.	<ul style="list-style-type: none"> <li>Policy Gap Analysis</li> <li>GHG Reduction Target Recommendation Memo</li> </ul>	September 2012 – December 2012
4	Update Emission Reduction and Adaptation Measures	Update and expand existing GHG reduction and adaptation measures to create regional consistency and add implementation actions tailored to each jurisdiction.	List of Regional GHG Reduction and Adaptation Measures with Local Implementation Actions	November 2012 – February 2013
5	Evaluate Emission Reduction Measures	Quantify the GHG reductions, implementation cost, and cost savings potential from each GHG reduction measure.	Cost/Benefit Analysis and Prioritization of GHG Reduction Measures	February 2013 – June 2013
6	Public Outreach and Stakeholder Engagement	Involve the public and stakeholders in the GRIP development process.	Two (2) Public Workshops Per Jurisdiction	Ongoing
7	Draft GRIP	Develop a draft GRIP strategy, GRIP code and best practices book, and GRIP tracker to analyze greenhouse gas emissions, integrate them within local codes and plans, and ensure their implementation. Assess cumulative GHG reductions in accordance with CEQA.	<ul style="list-style-type: none"> <li>Draft GRIP strategy</li> <li>Draft GRIP code/best practices book</li> <li>Draft GRIP implementation tracker</li> <li>Draft EIR</li> </ul>	May 2013 - September 2013
8	Final GRIP	Create an online web portal for staff and the RCPA to track GRIP implementation and monitor or model resulting GHG emissions levels. Respond to comments on DEIR.	<ul style="list-style-type: none"> <li>Final GRIP strategy</li> <li>Final GRIP code/best practices book</li> <li>Final GRIP implementation tracker</li> <li>Final EIR</li> </ul>	October 2013- January 2014
9	Local Adoption	Formal adoption by all member jurisdictions of the GRIP and adoption of model policies and ordinances outlined in the document.	Local Adoption of the GRIP, Selected Policies, Ordinances, and Programs	January 2014 –July 2014

## 4B. WORK PLAN, CONTINUED

### Detailed Work Plan

The following sections detail goals, outcomes, and subtasks of the activity milestones listed in the Work Plan and Budget. The work plan is designed and intended to meet the requirements of CEQA Section 15183.5 to address the cumulative impacts of GHG emissions, and the June 2010 BAAQMD CEQA Guidelines pertaining to a GHG Emissions Reduction Strategy; and also to provide for a process to allow local policy and program consistency as ABAG develops the Sustainable Communities Strategy for the Bay Area (SB375). Note that the environmental document preparation referenced in Tasks 7, 8 and 9 would be prepared concurrently with the GRIP, but would be funded outside of any grant monies awarded through the PROP 84 Sustainable Communities Grant program.

#### Task 1 – Project Management and Administration

Responsibility: County/RCPA

Work Products & Meetings: Reporting to the SGC  
Monthly Coordination Meetings

Time Frame: Ongoing

Ongoing and active project management is essential to ensure a successful project. This task provides for County project management, including coordination between partner agencies, management of consultants/partners, and financial and progress reporting to the SGC. This task also covers financial management of the grant, which includes tracking SGC grant expenditures, matching funds, in-kind contributions, subgrants, and more.

#### Task 2 – Update Local and Regional Greenhouse Gas Inventories and Forecasts

Responsibility: Prime Consultant with input from partners

Work Products & Meetings: 1) Regional GHG Inventory and Forecast for Community-Wide and Municipal Operations  
2) Nine (9) Stand-Alone GHG Inventories and Forecasts for each partner jurisdiction

Time Frame: July 2012 – November 2012

This task will provide for up-to-date, regionally consistent greenhouse gas inventories for each partner jurisdiction and the County. This effort will build upon the data and analysis completed by the Sonoma Climate Protection Campaign to include more sources of greenhouse gas emissions and to be consistent with new or updated protocols for GHG analysis. The GHG inventories will include community-wide and municipal operations GHG emissions for 1990, the current year, and forecast years.

The current year inventory will calculate emissions from on-road vehicles, off-road vehicles and equipment, electricity and natural gas, waste production, agriculture, water, and municipal operations. Other emissions sources may be included in the inventory pending availability of budget for this task and accurate methodology. The inventory will calculate actual or estimated GHG emissions for the following years:

- 1990 (state baseline, CCAP baseline)
- 2005 to 2010 (Current year)
- 2015 (CCAP target year)
- 2020 (BAAQMD and state target year (EO S-03-05 and AB 32)
- 2035 (SB 375 consistency, SCTA RTP Update)
- 2050 (state target year (EO S-03-05), CCAP target year)

The County will work with the Committee and a consultant or partner organization to collect and analyze greenhouse gas emissions. The consultant or organization will work directly with a representative from each jurisdiction to gather data related to community-wide activities and municipal operations. The consultant and partners will also work with the Sonoma County Transportation Authority to maintain regional consistency of vehicle miles traveled (VMT) modeling.

### **Task 3 – Prepare Policy Gap Analysis and Evaluate GHG Reduction Targets**

Responsibility: Consultants with input from partners

Work Products & Meetings: Policy Gap Analysis  
GHG Reduction Target Recommendation Memo

Time Frame: September 2012 – December 2012

The prime consultant, GRIP Committee members and partner organizations will develop a comprehensive policy gap analysis. The gap analysis will identify current policies, programs, and efforts related to sustainability and climate change within each jurisdiction, identify regional inconsistencies, and suggest areas for improvement and further coordination. The gap analysis will also identify barriers to sustainable development within municipal building and zoning codes. The gap analysis will be presented in a memo to each jurisdiction.

This task also includes an analysis and recommendation of GHG reduction targets. Each jurisdiction adopted a target of 25% below 1990 levels by 2015. This target remains a progressive goal that each jurisdiction is working to achieve. This task focuses on subsequent target years, specifically related to 2020 for AB 32 consistency and to 2035 for SB 375 consistency. The recommendation memo will analyze different options for GHG reduction targets for committee discussion. The recommendation memo will include a sample resolution for adoption of targets.

This task will involve extensive coordination with the Committee to gather policy documents and identify areas in need of countywide consistency. The Committee will gather current policy and program documents and provide them to the prime consultant for analysis and organization. The Committee will review the draft gap analysis and identify areas for improvement.

### **Task 4 – Update Emission Reduction and Adaptation Measures**

Responsibility: Consultants with input from partners

Work Products & Meetings: List of Regional GHG Reduction and Adaptation Measures with Local Implementation Actions and new recommendations for groundbreaking policies with large reduction capacity

Time Frame: November 2012 – February 2013

The Committee will use the gap analysis developed in Task 3 to update and expand upon the reduction measures included in the CCAP. The Committee will focus reduction measures into the following focus areas:

- Land Use and Urban Design
- Vehicle Use and Fuel Consumption
- Energy Efficiency and Conservation
- Alternative Energy
- Municipal Operations
- Waste Reduction and Diversion
- Water Conservation
- Agricultural and Open Space Conservation
- Education and Economic Vitality

Committee will review the draft reduction and adaptation measures and provide comments to the Consultants. Consultants incorporate Committee's comments and present final policies to the committee.

**Task 5 – Evaluate & Prioritize Greenhouse Gas Reduction Measures**

Lead: Prime Consultant  
Work Products & Meetings: Cost/Benefit Analysis and Prioritization of GHG Reduction Measures  
Time Frame: February 2013 – June 2013

The Committee will work with the prime consultant and partner organizations to quantify and assess the preferred emissions reduction measures and identify new cutting edge measures and policies. The Committee will provide the necessary data for quantification, including baseline activity data and demographic information per jurisdiction. Emissions reductions will be quantified using a methodology that ensures consistency with AB 32. The Consultant will include at least the following factors for measure quantification and assessment.

- The implementing agency (local agency, developer, site operators, etc.)
- GHG reduction potential in metric tons carbon dioxide equivalent (CO<sub>2</sub>e)
  - Reductions in electricity (kWh), natural gas (therms), waste (tons), traffic (VMT), vehicle fuel (gallons), and water (gallons)
- Cost, including:
  - Cost to the local agency
  - Cost to the private sector
- Potential cost savings
- Available funding (local agency sources, grants, rebates, low-interest financing, etc.)
- Co-benefits (e.g., higher property values)
- Implementation feasibility (technical and political)

The Committee will work with the consultant to develop a rating system based on these factors. The rating system will allow for easy comparison across all measures and the identification of “low-hanging fruit” for immediate cost-effective implementation. A cost neutral climate action program is possible due to the cost savings from efficiency improvements, alternative energy investment payback, fee programs, incentive programs, and other income-generating measures, although it will depend on the measures chosen for inclusion into the GRIP and the emissions reduction target goal.

For the transportation and land use reduction measures, major cost components to be incorporated in the analysis include the public cost of new infrastructure, services, or programs and private cost savings from reduced fuel consumption. As part of this task, the Committee will work with SCTA to create consistency with their Comprehensive Transportation Plan under way in 2011.

**Task 6 – Public Outreach and Stakeholder Engagement**

Lead: RCPA, Consultants  
Work Products & Meetings: Monthly GRIP Committee Meetings  
Two (2) public workshops per jurisdiction  
Time Frame: Ongoing

The GRIP process will be directed by a committee consisting of one member from each jurisdiction and interested agency, including the SCTA, RCPA, Sonoma County Climate Protection Campaign, CSC, SCAPOSD, NBICAI and more as needed. This task provides for the Committee to meet on a regular basis to review project milestones, review project deliverables, and coordinate workshops.

This task provides for two (2) workshops to be held per jurisdiction, as well as specialized workshops in economically disadvantaged communities. City staff will take a lead on coordinating the location and time of the workshops in their jurisdiction. RCPA and the consultant will take a lead in facilitating the workshops and materials. This task also provides for outreach to schools located in disadvantaged areas. The school outreach will involve an interactive presentation to the local school about climate change. The students will be given handouts about the GRIP process to take home to their families, along with energy saving tips and information about sustainability.

Finally, this task allows the partner agencies to engage the public in the GRIP process using online and social mediums. Specifically, this task provides for consultant services in support of website development, an email list serve, and social media. The consultant, in coordination with the County and RCPA, will announce the progress of the GRIP via Facebook and Twitter. "Followers" of the County's GRIP process will be encouraged to comment on the process electronically via email and web form to the County.

### **Task 7 – Draft Greenhouse Gas Reduction and Implementation Program (GRIP)**

Lead: County, RCPA, Consultant  
Work Products & Meetings: Administrative Draft and Public Draft GRIP, Draft EIR  
Time Frame: May 2013 - September 2013

#### **Draft GRIP Strategy**

The Administrative Draft GRIP will integrate the detailed measure quantifications and thresholds with supportive text. The Draft GRIP will tentatively include the following:

- 1) An introduction to climate change science and regulations.
- 2) A summary of the Greenhouse Gas Emissions Inventory, forecast, and targets for the entire County and each local jurisdiction.
- 3) Community-wide energy use, transportation, land use, agriculture, water, and solid waste reduction strategies and measures, their cost-benefit analysis, implementation time frames, prioritization, and funding sources.
- 4) Municipal energy use, transportation, refrigerant, water, airport, and solid waste reduction strategies and measures, their cost-benefit analysis, implementation time frames, prioritization, and funding sources.
- 5) Adaptation and resiliency policies for anticipated climate change impacts, including strategies, implementation time frames, delegation of responsibility, and finance mechanisms.
- 6) Standards for monitoring and assessment, mechanisms for annual evaluation, and strategized primary and intermediate reduction targets to facilitate attainment of overall objectives to reduce emissions to target levels.
- 7) A compliance checklist for use by local agency planning staff to assist in determining a project's consistency with the GRIP.

The GRIP will use simple language, color, graphics, and other features to make the document easy-to-read and accessible.

### **Draft GRIP Implementation Code and Best Practices Book**

The Prime Consultant will work with the Committee to create a draft “plug and play” implementation toolkit of model general plan, zoning building code amendments and programs to help facilitate the reductions outlined in the GRIP. Model amendments/programs could include the following:

- Overlay zones (e.g., transit-oriented development overlay zones, affordable housing overlay zones)
- Special use regulations (e.g., wind energy facilities, live/work standards)
- General development standards (e.g., bicycle facilities in new development, solar subdivision standards, construction and demolition ordinance)
- Building code (e.g., green building code, graywater system standards, high-efficiency plumbing)
- Street design standards (e.g., complete streets design standards, landscaping and tree standards)
- Programs and best practices such as SCEIP, PACE, RESCO, and energy efficiency/renewable energy programs to address municipal operations and existing development

The model ordinances/programs will be chosen best on their effectiveness at achieving the outcomes for specified indicators. The model ordinances and programs would be made publicly available for comment and use by other jurisdictions. A commitment to implement the selected model ordinances and best practices would be discussed during local adoption of the plan in Task 9. As part of the GRIP, and alongside the code book, will be a document that looks at feasibility for the most cost-effective programs to provide additional analysis as a first step on the implementation process.

### **Draft GRIP Implementation Tracker**

The RCPA will work with partner organizations and consultants to create a centralized database-based tool to track GRIP implementation, regional climate action activities, and the indicators identified in Section 4c of this application. For the public, there will be an accessible website displaying the County’s climate activities chronologically along with the County’s GHG reduction graph, and a downloadable document with the region’s sustainability progress indicators and benchmarks. Data for the public website will be generated by the database.

The database will include an interactive spreadsheet for tracking indicators and a system for storing and tracking reference documents, digital images, and maps. This database will enable the jurisdictions and agencies to report their progress on a quarterly or annual basis. GHG emissions reduction and adaptation measures could be sorted based on implementation timing, responsible agency, and level of success/completion. By allowing specific triggers to be checked off once each phase of the regional GRIP is completed, the County and cities will be able to save time reviewing reports, tracking data manually, and verifying that measures are fully completed. Furthermore, it will be a prime case study for evaluating the effectiveness of a GHG emissions reduction plan and tracking the indicators outlined in this proposal.

Each proposed action and sub action included in the GRIP will be highlighted in the database with information such as the following:

- |                   |                              |
|-------------------|------------------------------|
| • Program;        | • Potential Funding Sources; |
| • Responsibility; | • Priority; and,             |
| • Cost;           | • Time Frame                 |

The database will allow staff to regularly change this information and update the progress of each action. The tool will allow for an annual assessment of progress toward GHG reduction goals and will project the region’s ability to meet its future GHG reduction goals.

**Draft EIR**

Work on an environmental document, being funded separately and not using Prop 84 funds, will occur concurrently with the preparation of the GRIP project. At the end of this stage of the GRIP process, a draft EIR or other adequate level of environmental document would be presented to the public for review and comment. The environmental document would be prepared to comply with CEQA Guidelines Section 15183.5 for use as a tiering document to mitigate cumulative greenhouse gas impacts.

**Task 8 – Final GRIP**

Lead: County, RCPA, Consultant

Work Products & Meetings: Final GRIP, Implementation Toolkit, Implementation Tracker, FEIR

Time Frame: October 2013- January 2014

The RCPA will post the public draft GRIP strategy, model code & best practices book, and implementation tracker for comment by SGC staff, the community, Committee members, public bodies, and stakeholders. A Committee representative will bring the draft documents and tools to each jurisdiction as part of the outreach outlined in Task 6.

At the end of this process, the final environmental document, being prepared without use of these Prop 84 funds, would have responded to comments received during the public review period, and been prepared in accordance with CEQA requirements.

**Task 9 – Local Adoption**

Lead: All

Work Products & Meetings: Local Adoption

Time Frame: January 2014 –July 2014

The Committee will continue to meet until all jurisdictions have formally adopted the GRIP, committed to using the GRIP tracker, and committed to adopting the model ordinances and best practices by July 2014. The Committee will determine the best option for presenting the GRIP to various councils and public bodies. The Committee could choose to elect a “circuit rider” to work with each jurisdiction’s staff to ensure consistent adoption.

Each partner local agency will consider and certify the environmental document prepared concurrently with Tasks 7 & 8 above, prior to adopting the GRIP and associated plan & code amendments and other programs. Costs associated with the environmental review process would not be funded with Prop 84 Sustainable Community Planning Grant monies.